

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 20-165T OPENING DATE: 24-Mar-20 CLOSING DATE: 7-Apr-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Surface Maintenance Mechanic Supervisor, WS-5801-11, PD: D1291000, W-2/CW2 - W-4/CW4

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☒ ENLISTED ☐

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$35.54-\$41.44 PH

SUPERVISORY ☒ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

Combined Support Maintenance Shop (CSMS), Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ORB and/or other documentation to verify possession of MOS.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting CSMS and must possess the following MOS: 91 series

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

Note: Must be able to gain and maintain access to the AZ-ARNG network.

Note: Must be able to obtain and maintain the appropriate security clearance of the position.

Note: Must possess or be able to obtain required GCSS-Army certification within 15 days of hire date. Must be able to maintain access to GCSS-Army.

Note: Must possess and be able to maintain a valid State driver license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge to implement procedures to account for and maintain all real, installation, and TDA property in accordance with state and federal regulations and policies.
2. Knowledge of environmental responsibilities as dictated by legal and regulatory requirements and the potential for maintenance operations to have a significant impact on the environment.
3. Ability to assign tasks to be performed based on readiness, to explain work requirements, methods, and procedures and to ensure that special tools, test measurement and diagnostic equipment, personal protective equipment, repair parts, petroleum, oils, and lubricants, and other materials are available when needed.
4. Ability to manage maintenance backlog, ensuring work in progress and completed repairs meets established standards by implementation of quality control and assurance and does not exceed maintenance expenditure limits as established by regulation or policy.
5. Ability to develop, publish, and ensure employee compliance with standing operating procedures for the activity and with state and federal regulatory guidance pertaining to Occupational Safety and Health, environment protection, physical security, and property accountability.
6. Ability to plan the use of subordinate workers, managing their work and leave schedules, on a week-to-week or month-to-month basis and provide management with workload data, estimates of completion, and recommendations to facilitate more effective management of maintenance operations to support customer units.
7. Ability to set performance standards, ensuring that regulations governing safety, occupational health and general housekeeping are adhered to, and make formal appraisals of subordinate work performance.

8. Ability to coordinate work with supporting shops controlled by other supervisors, plan work assignments, and establish deadlines, priorities, and work sequences based on work schedules, unanticipated work, operational needs of customers, and policies set by the supervisor.

9. Ability to establish effective professional working relationships with employees, coworkers, and customers, contributing to a cooperative working environment and successful and economical accomplishment of the mission.

10. Ability to communicate effectively, both verbally and in writing, to include proficiency in using computers and office productivity software to organize and convey information relevant to supply and maintenance operations.

SPECIALIZED EXPERIENCE: Must possess at least **36** months experience as a supervisor or work leader for maintenance operations with commensurate level knowledge and experience which demonstrates the ability to plan, direct, and organize work assignments for lower grade personnel. Experience which required the review of work requirements and establish priorities to meet deadlines, and ensure quality control procedures for repairs to adhere to established standards and economical limitations. Experience that provided knowledge of various lines of work performed by this function. Experience which demonstrates the ability to supervise or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes. Experience in setting and enforcing performance standards and making formal appraisals of subordinate work performance. Experience in adapting existing equipment and techniques to new situations. Experience in setting and enforcing performance standards and making formal appraisals of subordinate work performance.

BRIEF JOB DESCRIPTION: This position is located at the CSMS, Phoenix, Arizona. The purpose of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits. The supervisor provides general instructions, standard procedures, overall priorities and policies. Relied upon to control work operations and accomplish adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received. Performs other duties as assigned.

SELECTING OFFICIAL: CW4 Tracey Lyn Tibbetts
